

**OPERATIONS RESEARCH ANALYST**

**GS-1515-11/12/13/14/15**

(Schedule B, Excepted Service Positions)

**JOA #190-P-93-059-SW**

**LOCATION: OFFICE OF THE DIRECTOR, PROGRAM ANALYSIS AND  
EVALUATION, ARLINGTON, VA**

**CLOSING DATE: OPEN CONTINUOUSLY**

**AREA OF CONSIDERATION: ALL SOURCES**

**PLEASE INCLUDE THE JOA NUMBER ON YOUR APPLICATION/RESUME.**

**The filling of this position is subject to the DoD Priority Placement Program.**

**INTRODUCTION:** The Office of the Director, Program Analysis and Evaluation (PA&E) provides independent analytic advice to the Secretary of Defense regarding alternative weapon systems and force structures, the development and evaluation of defense program alternatives, and the cost-effectiveness of defense systems. The office also conducts analysis and offers advice in a number of related areas, such as military medical care, school systems for military dependents, information technology, and defense economics. Consistent with its advisory role, the office has no decision authority or line responsibility and has no vested interest in any sector of the defense budget.

PA&E seeks professionals with graduate education in a quantitative field as well as demonstrated analytical ability. Typical degrees include (but are not limited to) physics, chemistry, engineering, economics, mathematics, statistics, operations research, and computer science. An excellent ability to communicate, both orally and in writing, is essential. Since the issues PA&E deals with tend to be broad, a desire and ability to see the big picture, and to rapidly acquire knowledge beyond one's particular field of expertise, is preferred.

**DUTIES:** This position is located in the Office of the Director, Program Analysis and Evaluation. Depending on grade level and the division to which assigned, incumbent will perform one or more of the following:

1. Conduct qualitative and quantitative analyses of military forces, weapon systems, and major programs proposed by the military services;

2. Analyze and evaluate the capabilities, effectiveness, feasibility, and costs of proposed and alternative forces, weapon systems, and programs;
3. Develop planning and programming guidance upon which DoD force structure, program, and budget proposals are to be based;
4. Design and/or conduct studies and analyses of the capabilities of U.S., allied, and potential enemy forces;
5. Analyze the impact of force reduction options upon U.S. and allied defense capabilities;
6. Perform cost and/or economic analyses of alternative defense plans and programs;
7. Develop and/or validate life-cycle cost estimates of planned or proposed weapon systems;
8. Prepare issue papers analyzing program alternatives for use by the Secretary of Defense;
9. Initiate, design, monitor, and evaluate DoD force structure studies and analyses;
10. Apply mathematical and other pertinent scientific approaches to complex problems;
11. Develop better mathematical models and analytical methods;
12. Conduct research into economic and fiscal issues of major concern to the Department of Defense.

**QUALIFICATION REQUIREMENTS:** (See also OPM's Qualification Standards Handbook.)

*Education:* A full four-year or longer curriculum in an accredited college or university leading to a bachelor's or higher degree with a course of study that included 24 semester hours of coursework in operations research, mathematics, logic, or other subjects for which college-level mathematics or statistics was a prerequisite. **At least 3 of the 24 semester hours must have been in calculus.** The following are illustrative of acceptable courses: engineering mechanics, physics (except descriptive or survey courses), econometrics, psychometrics, biometrics, experimental psychology, physical chemistry, industrial process analysis, managerial economics, computer science, measurement for management, mathematical models in social phenomena, or other comparable quantitative analysis courses for which college-level mathematics or statistics is a prerequisite. A graduate degree or equivalent training is highly desirable.

*Professional Experience:* Except for candidates who qualify on the basis of education, two years of professional experience in the Federal service for GS-11, at least six months of which must have been at a level of difficulty comparable to that of the next lower grade, or one year at a level of difficulty comparable to that of the second lower grade. For grade GS-12 and above, at least one year of the required experience must have been at a level of difficulty comparable to

that of the next lower grade in the Federal service. Appropriate graduate education may be substituted for experience, as authorized by OPM's Qualification Standards Handbook. The time-in-grade requirement applies at all levels.

These are Schedule B positions, under the Excepted Service. A Career or Career-Conditional employee selected must voluntarily relinquish his or her competitive status prior to appointment to these positions.

Applications will be maintained in an active status for a period of one year from the date of receipt. Applicants who have not been selected, and continue to be interested in employment at the end of the one-year period, must reapply or request to have their application maintained for an additional time period. Applicants will be considered as vacancies occur.

Applicants who meet the minimum qualifications will be further evaluated on the basis of the following factors:

1. Successful completion of coursework leading to a Masters or Ph.D. degree;
2. Specialized program or functional experience applicable to the position to be filled;
3. Supervisory appraisal;
4. Breadth of program analysis experience;
5. Knowledge of the Planning, Programming, and Budgeting System;
6. Academic honors or work achievement awards;
7. Veteran preference;
8. Official recognition of work achievements (i.e., outstanding performance evaluations, quality salary increases, cash awards, etc.).

## **HOW TO APPLY TO JOA #190-P-93-059-SW**

\* Your application must contain four items:

1. Resume
2. Appraisal of demonstrated performance (form attached). We would prefer a current or former supervisor complete the form, but a co-worker appraisal is acceptable if no other options are available.
3. Program areas checklist (also attached). In addition to the list, you may submit a synopsis of your experience in each area you checked.
4. Copies of your college transcripts.

\* Some positions may be filled on a temporary basis. Please indicate in your application if you wish to be considered for temporary positions.

- \* If you are a current or prior federal employee, you must attach a photocopy of your:
  - Last SF-50, "Notification of Personnel Action," documenting your annual salary and personnel status.
  - Most recent annual performance appraisal.
- \* Selectees with prior military service will be required to submit:
  - A photocopy of their DD 214, "Certificate of Release or Discharge from Active Duty"; and
  - An SF 15, "Application for 10-Point Veteran's Preference" (if appropriate).
  - Be sure to retain a copy of the documents you provide. All materials submitted with employment applications become the property of the Office of Program Analysis and Evaluation and will not be returned.

**Mail the application to:**  
**Administrative Officer**  
**Office of Program Analysis and Evaluation**  
**1800 Defense Pentagon, Room 2D280**  
**Washington, DC 20301-1800**

NOTE: If applicants possess a valid building pass, applications may be delivered to Pentagon, Room 2D-280.

- \* If you need more information please call (703) 695-7484.
- \* All applicants will be considered without regard to political, religious, or labor organization affiliation or nonaffiliation; marital status; race; color; national origin; sex; age; non-disqualifying physical or mental handicap; or any other nonmerit factor.
- \* People with targeted disabilities, disabled veterans, or any other applicants eligible for noncompetitive appointment should clearly specify their special eligibility on the application.
- \* Military spouse preference eligibles will be given consideration based on their Priority Placement Program registration.
- \* Vietnam-era (08/05/64 to 05/07/75) veterans who (a) served more than 180 days active duty (unless discharged for service-connected disability) and (b) were discharged under other than dishonorable conditions, and either (1) have a service-connected disability or (2) served in Vietnam or other campaigns of the Vietnam era for which a badge or medal was authorized, may be considered for employment in positions up to GS-11 without regard to competitive status during the period ending 10 years after the date of the veteran's last discharge/release from active duty or 12/17/99, whichever is later.

\* Disabled Veterans: Veterans with 30% or more disability have no time limit on their VRA eligibility.

## **CONDITIONS OF EMPLOYMENT**

\* Time in Grade and qualification requirements must be met upon submission of application.

\* Applicants are advised that false answers or omissions of information on the application and processing forms, or inability to meet the following conditions, may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

\* Male applicants born after December 31, 1959, are required to complete a Pre-Employment Certification Statement for Selective Service Registration prior to appointment.

\* Applicants must be eligible for a TOP SECRET clearance.

\* This position is designated critical sensitive, as defined in DoD 5200.2R and therefore requires that a personnel security investigation be adjudicated for security eligibility on a preappointment bases. This requirement may take 120 days or longer to process.

\* Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes (a) a United States passport or (b) an original or certified copy of a birth certificate issued by a state, county, or municipal authority bearing a raised seal and a photo identification (e.g., drivers license).

\* This position is subject to the DoD Drug Free Workplace Program. All tentative selectees for this position will be required to undergo a urinalysis test to screen for illegal drug use prior to appointment and will be subject to random drug testing thereafter. If a determination of the use of illegal drugs is confirmed in this position or other testing designated positions in OSD non-selection or disciplinary action, up to and including removal from Federal service, may result.

\* This position has been designated as one requiring the submission of a financial interest statement.

\* This recruitment provides promotion opportunity to the GS-12, 13, 14, or 15 levels without further competition when selectee is eligible and recommended by management. However, promotion is not guaranteed and no promise of a promotion is implied.

\* Management has the prerogative to select at any grade level.

\* Relocation expenses may be paid at management's discretion.

## **PROGRAM AREAS CHECKLIST**

**(To be completed by the applicant)**

**Name:** \_\_\_\_\_

Please check the program area(s) in which you have had at least one year of analytical experience. On a separate sheet, provide a synopsis of the work experience that demonstrates your competency.

- |                                      |       |                                    |       |
|--------------------------------------|-------|------------------------------------|-------|
| 1 Accounting & Financial Systems     | _____ | 19 Long Range Planning             | _____ |
| 2 Ballistic & Cruise Missile Defense | _____ | 20 Manpower Analysis               | _____ |
| 3 Chemical and Biological Defense    | _____ | 21 Mobility Forces                 | _____ |
| 4 Command, Control,                  | _____ | 22 Models & Simulations            | _____ |
| Communications, and                  |       | 23 Naval Forces                    | _____ |
| Computers (C4)                       |       | 24 Network Centric Software        | _____ |
| 5 Computer Science                   | _____ | 25 Operations Research             | _____ |
| 6 Cost Analysis of Defense Systems:  |       | 26 Planning, Programming           | _____ |
| - Force & Infrastructure Cost        | _____ | Budgeting & Execution              |       |
| Analysis                             |       | 27 Probability & Statistics        | _____ |
| - Life Cycle Cost Analysis           | _____ | 28 Risk Analysis                   | _____ |
| - Weapons System Cost Analysis       | _____ | 29 Scenario Development &          | _____ |
| 7 Counter Proliferation              | _____ | Assessments                        |       |
| 8 Defense Agencies/DoD               | _____ | 30 Science & Technology            | _____ |
| Field Activities                     |       | 31 Space Programs                  | _____ |
| 9 Economic Analysis                  | _____ | 32 Strategic Strike Forces/Nuclear | _____ |
| 10 Electronic Systems                | _____ | Posture Review                     |       |
| 11 Financial Information Systems     | _____ | 33 Systems Analysis                | _____ |
| 12 General Purpose Programs          | _____ | 34 Systems Engineering             | _____ |
| 13 Homeland Defense/Security         | _____ | 35 Tactical Air Forces             | _____ |
| 14 Information Operations            | _____ | 36 Targeting & Weapon Allocation   | _____ |
| 15 Information Technology Systems    | _____ | 37 Theater Nuclear Forces          | _____ |
| 16 Intelligence, Surveillance,       | _____ | 38 Theater/Contingency Forces      | _____ |
| Recon (ISR)                          |       | 39 Weapons Acquisition             | _____ |
| 17 Joint Warfare Concepts            | _____ |                                    |       |
| 18 Land Forces                       | _____ |                                    |       |

## APPRAISAL OF DEMONSTRATED PERFORMANCE

Announcement #: **190-P-93-059-SW**

Position: Operations Research Analyst

Series/Grade: GS-1515-11/12/13/14/15

**Please have this appraisal completed and submit it with your application.** (If the appraisal is submitted directly by the supervisor, the application upon request will be permitted to review and/or obtain a copy of the appraisal.)

Name of Applicant: \_\_\_\_\_

Basis for  
Appraisal  
(Check One)

Level of  
Performance  
(Check as  
appropriate)

A = Outside  
Activities  
B = On the Job  
Performance  
C = Formal  
Training  
D = Unable to  
Appraise

### RANKING FACTORS

(Knowledge, skills, abilities, and personal characteristics)

4 = Exceptional  
3 = Above Average  
2 = Average/  
Satisfactory  
1 = Rarely  
Satisfactory  
0 = Unsatisfactory

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| A | B | C | D | 1. Skill in devising new concepts or techniques in operations research.                                     | 4 | 3 | 2 | 1 | 0 |
| A | B | C | D | 2. Skill in adapting known techniques to the solution of unique and difficult problems.                     | 4 | 3 | 2 | 1 | 0 |
| A | B | C | D | 3. Ability to think logically in determining the relevance of source material.                              | 4 | 3 | 2 | 1 | 0 |
| A | B | C | D | 4. Ability to perform extensive inquiry into basic data to discover new facts or fundamental relationships. | 4 | 3 | 2 | 1 | 0 |
| A | B | C | D | 5. Ability to develop analytical models to simulate operations through the use of mathematical techniques.  | 4 | 3 | 2 | 1 | 0 |
| A | B | C | D | 6. Ability to express thoughts clearly and concisely:   | 4 | 3 | 2 | 1 | 0 |
| A | B | C | D | (a) orally  | 4 | 3 | 2 | 1 | 0 |
| A | B | C | D | (b) in writing  | 4 | 3 | 2 | 1 | 0 |
| A | B | C | D | 7. Knowledge of Planning, Programming, and Budgeting System (PPBS)  | 4 | 3 | 2 | 1 | 0 |
| A | B | C | D | 8. Ability to work with others on controversial issues.   | 4 | 3 | 2 | 1 | 0 |

**NARRATIVE:** Please attach any other information pertinent to the applicant's qualifications, skills, or abilities that may not be adequately described by the check marks above.

**IN WHAT CAPACITY ARE YOU MAKING THIS APPRAISAL?** (Please check as appropriate)

Present immediate supervisor \_\_\_\_\_ Present 2<sup>ND</sup> level supervisor \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Former immediate supervisor \_\_\_\_\_ Former 2<sup>nd</sup> level supervisor \_\_\_\_\_

Period During Which You Supervised the Applicant From: \_\_\_\_\_ To: \_\_\_\_\_

**APPRAISER:**

\_\_\_\_\_  
(Signature) (Date) (Phone)